



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

ADMINISTRATIVE COORDINATOR  
(ANALYST/DATAMINER)

PN# 110023

PARKS AND RECREATION

GROUPS MAINTENANCE

GROUPS MAINTENANCE

2999 SO. WAYSIDE

M-F 8:00 A.M. TO 5:00 P.M.\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The qualified individual will be responsible for manipulating database tables, merging data from multiple sources and organizing data to answer business questions. Conduct analyses, appraisals, recommendations and information concerning field operation activities and programs. Coordinate the planning, research, presentation, promotion and evaluation of proposals, bids and cross-departmental projects. Plan, initiate and implement programs and services to meet the needs of the division. Manage administrative support activities including contract compliance, inspections and human resources. Coordinate division financial operations, budget planning, project cost analysis, expenditure control and accounting procedures. Attend meetings and conferences involving public and private groups and city officials as the department/division representative and act as liaison on matters involving other departments. Guide, train and evaluate staff, participate in special projects and perform other duties as assigned by the department/division head.

10 **WORKING CONDITIONS**

The position is physically comfortable. The individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to candidates having a **working knowledge of database manipulation** in programs such as Crystal Reports, Microsoft Access, Oracle or other database. Advanced knowledge of Microsoft Office (e.g. extensive experience with functions, importing/exporting data, etc.), as well as experience making assumptions, drawing conclusions and substantiating opinions, with the ability to identify steps to complete large projects is also preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☐ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 24**

\$1,419 – 1,961 Biweekly      \$36,894 - \$50,986 Annually

18 **OPENING DATE**

April 19, 2006

19 **CLOSING DATE**

Open until filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer